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SAN FRANCISCO
BOARD OF SUPERVISORS

SELECT COMMITTEE ON
CHARTER IMPLEMENTATION

CALENDARS AND
BUDGET ANALYST MEMORANDA

1996

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CALENDAR

SELECT COMMITTEE ON CHARTER IMPLEMENTATION
 BOARD OF SUPERVISORS
 CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DE

FEB 23 1996

SAN FRANCISCO
PUBLIC LIBRARYREGULAR MEETINGTHURSDAY, FEBRUARY 29, 1996 - 2:00 P.M.

VETERANS BUILDING
 COMMITTEE ROOM, ROOM 410
 401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Mabel Teng

CLERK: Joni Blanchard

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Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



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For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.
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REGULAR CALENDAR

1. File 54-96-1. [Select Committee on Charter Implementation] Hearing to establish purpose and goals of the Select Committee on Oversight and Implementation of the New City Charter, institute ongoing communications with department heads and city managers, review legislation fulfilling charter changes and plan to set the time for additional meetings of the committee. (Supervisor Kaufman)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

Bill Lynch
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CALENDAR

26/96

SELECT COMMITTEE ON CHARTER IMPLEMENTATION BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT

MAR 22 1996

SAN FRANCISCO
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RESCHEDULED MEETING

TUESDAY, MARCH 26, 1996 - 11:00 A.M.

VETERANS BUILDING
COMMITTEE ROOM, ROOM 410
401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Mabel Teng

CLERK: Joni Blanchard

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REGULAR CALENDAR

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Hearing to establish purpose and goals of the Select Committee on Oversight and Implementation of the New City Charter, institute ongoing communications with department heads and city managers, review legislation fulfilling charter changes and plan to set the time for additional meetings of the committee. (Supervisor Kaufman)
(Consideration continued from 2/29/96)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

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CALENDAR

23/96

SELECT COMMITTEE ON CHARTER IMPLEMENTATION DOCUMENTS DEPT

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

APR 19 1996

SAN FRANCISCO
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REGULAR MEETING

TUESDAY, APRIL 23, 1996 - 10:00 A.M.

VETERANS BUILDING
COMMITTEE ROOM, ROOM 410
401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Mabel Teng

CLERK: Joni Blanchard

* * * * *

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REGULAR CALENDAR

1. File 54-96-1. [Select Committee on Charter Implementation] Hearing to establish purpose and goals of the Select Committee on Oversight and Implementation of the New City Charter, institute ongoing communications with department heads and city managers, and review legislation fulfilling charter changes. (Supervisor Kaufman)
(Consideration continued from 3/26/96)

ACTION:

2. File 97-96-19. [Former Charter Provisions] Ordinance amending San Francisco Administrative Code by adding Sections 1.49, 2.1-1, 2.6-4, 2.6-5, 2A.10, 2A.14, 2A.18, 2A.19, 2A.20, 2A.70, 2A.30, 2.6-6, 2A.50, 2A.51, 2A.75, 2A.76, 2A.77, 2A.78, 2A.79, 2A.80, 2A.81, 2A.90, 2A.91, 2A.92, 2A.93, 2A.94, 2A.95, 2A.96, and 2A.97, to codify sections 1.103, 2.101, 2.203, 2.203-3, 3.100, 3.201, 3.301, 3.302, 3.303, 3.402, 3.501, 3.502, 3.523, 3.529, 3.531, 3.533, 3.534, 3.535, 3.537, 3.538, 3.539, 3.540, 3.541, 3.542, 3.543, 3.544, 3.545, 3.546 and 3.547 of the 1932 Charter, respectively, and to make necessary changes to conform to the 1996 Charter. (Supervisor Kaufman)

ACTION:

3. File 293-95-1. [Department of Neighborhood Services] Hearing to consider creation of the Department of Neighborhood Services. (Supervisors Kaufman, Leal)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

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 4/23/96

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
 FAX (415) 252-0461

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APR 23 1996

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April 19, 1996

TO: Select Committee on Charter Implementation
FROM: Budget Analyst *Recommendations for meeting of*
SUBJECT: April 23, 1996 Select Committee on Charter Implementation Meeting

Item 3 - File 293-95-1

Item: Hearing to consider the creation of the Department of Neighborhood Services.

Description: This hearing is to consider the creation of a new Department of Neighborhood Services. According to the Office of the Sponsor of this hearing, the creation of a Department of Neighborhood Services would entail the formation of a number of inter-disciplinary teams, consisting of existing staff from various City departments, who would provide basic City services, such as, for example, code enforcement, planning, tree services and parks and recreation, to individual neighborhoods. The Office of the Sponsor advises that citizens would be able to obtain information from one centralized department for any type of problem which citizens may be having by contacting staff in the proposed new Department of Neighborhood Services. The Office of the Sponsor advises that the new department would be formed by transferring existing staff

Memo to Select Committee on Charter Implementation
April 23, 1996 Select Committee on Charter Implementation Meeting

from other City departments into the Department of Neighborhood Services.

According to the Office of the Sponsor, the Department of Neighborhood Services would enable the City to consolidate key neighborhood-related services into one unit, thereby combining resources in a more focused manner and improving the City's response to neighborhood problems, concerns and issues. The Office of the Sponsor advises that the potential benefits of the proposed Department of Neighborhood Services include (1) coordinated delivery of a variety of City services to residents; (2) easy accessibility for citizen inquiry; (3) quick resolution of neighborhood problems; (4) greater accountability to neighborhood issues; (5) increased citizen participation in decision-making; and (6) budget savings through the elimination of duplicative administrative positions and functions.

According to the Office of the Sponsor, the proposed Department of Neighborhood Services could include consolidated services related to parks and recreation, code enforcement, nuisance abatement, parking and traffic coordination, public safety, planning, and/or permit procedures. The Office of the Sponsor advises that, through a series of planned hearings, a list of reforms and initiatives which address immediate concerns and the steps necessary to create the Department of Neighborhood Services should be developed before the Department of Neighborhood Services is finally established.

Comments:

1. After a series of public hearings, the City of Sacramento created a Neighborhood Services Department in 1994. According to Mr. Gary Ziegenfuss of Sacramento's Neighborhood Services Department, the specific purposes of Sacramento's Department of Neighborhood Services are to (a) provide coordinated and comprehensive delivery of neighborhood-related services; (b) improve accessibility to City government; (c) increase government responsiveness; and (d) increase citizen participation in City programs, activities and the decision-making process. The City of Sacramento is divided into four geographic areas, each with an area director and an "area team", comprised of staff from several different City departments. Each team is responsible for coordinating the delivery of a variety of services in that geographical area. Area team members include:

- *Administration:* coordinate and provide general support to the area team;

- *Parks and Recreation:* maintain park and recreational facilities and provide programs in each neighborhood;
- *Athletics:* provide recreational sports leagues and activities and coordinate athletic field permits for community sports groups;
- *Tree Services:* provide a maintenance program for Sacramento's urban forest, including public street and park trees;
- *Code Enforcement:* investigate various code and vehicle abatement complaints and enforce City ordinances, including prohibitions against junk and debris, abandoned and/or inoperable vehicles and zoning violations;
- *Housing and Dangerous Buildings:* inspect housing and enforce housing construction codes on dangerous, substandard and/or vacant buildings and coordinate enforcement of the City's Social Nuisance Ordinance;
- *Neighborhood Resources:* serve as liaisons to neighborhood and community groups by providing information and assistance in establishing or enhancing neighborhood organizations and provide information on anti-gang, drugs and graffiti programs;
- *Police:* the liaison to the Police Department works with area team members and residents on specific problems;
- *Fire:* the liaison to the Fire Department serves as a resource for education, prevention and special neighborhood clean-ups in each area;
- *Traffic:* investigate traffic complaints and conduct traffic studies and surveys;
- *Planning:* provide information, guidance and review on planning, zoning and development issues;
- *Housing and Redevelopment:* assist and inform area team staff and the community regarding programs and projects in Sacramento Housing and Redevelopment Agency (SHRA) targeted neighborhoods in each area;
- *Employment and Training:* provide the area with a link to employment services and programs and provide

employment assistance for neighborhood revitalization efforts; and

- *The Downtown Partnership*: provides a link to issues, planning and events in the downtown Sacramento area.

Additionally, the Neighborhood Services Department provides a central telephone number or "public response system" which residents from all four areas can use to obtain general information on City services.

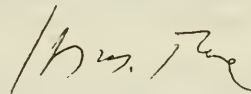
2. Mr. Ziegenfuss advises that, in 1993, Sacramento faced a significant budgetary deficit. According to Mr. Ziegenfuss, the creation of the Neighborhood Services Department at that time allowed the City to make the necessary reductions in the budget while at the same time minimizing the negative impact on the level of services provided by the City. According to Mr. Ziegenfuss, Sacramento's Neighborhood Services Department was formed by reallocating existing staff in various City departments to the new Neighborhood Services Department and by reorganizing and consolidating existing City functions into one department, thereby enabling Sacramento to streamline operations and reduce managerial and administrative positions. Mr. Ziegenfuss advises that, although over 500 positions were eliminated when the Neighborhood Services Department was created, many of these positions would have been eliminated in any case, but that the elimination of these positions would have significantly reduced the level of services provided by the City if the new Neighborhood Services Department had not been created.

Mr. Dave Martinez, Deputy City Manager of Sacramento, confirms that existing staff and resources were used to establish the Neighborhood Services Department in Sacramento. Additionally, Mr. Martinez advises that since Sacramento's Neighborhood Services Department was originally created, City government has actually been able to provide additional services at no additional costs to the City. For example, the Neighborhood Services Department has created volunteer programs in which City residents participate in order to clean up graffiti, vandalism and garbage throughout the City. The formation of the Neighborhood Services Department in Sacramento, according to Mr. Martinez, has enabled the City to streamline operations, enhance communication with residents, and provide additional units of service using existing resources.

Additionally, Mr. Ziegenfuss advises that the creation of Neighborhood Services Department in San Francisco could enable the City to streamline operations and increase efficiencies by allowing the City to eliminate duplicative functions and administrative positions through the consolidation of existing staff and functions under one department.

3. According to the Office of the Sponsor, the San Francisco Commission on the Aging's "Senior Centrals" program provides a model for the proposed Department of Neighborhood Services. The Senior Services Plan, approved by the Board of Supervisors in 1994, called for the development of 10 Senior Centrals throughout the City to provide one-stop neighborhood access for seniors to an expanded range of services and information. Each Senior Central is responsible for (a) providing information and referral, assistance and follow-up services to seniors within that district; (b) developing and maintaining outreach activities; (c) providing access to services; (d) organizing volunteer networks to identify neighborhood needs; and (e) coordinating with businesses, churches and other resources within the community.

4. According to Mr. Ted Lakey of the City Attorney's Office, the creation of the proposed Department of Neighborhood Services would require the approval of a Charter Amendment by San Francisco voters only if certain functions of the new Department of Neighborhood Services were in conflict with or were prohibited by existing provisions of the Charter. However, Mr. Lakey advises that, at this time, there appears to be nothing inherent about the proposed Department of Neighborhood Services that would require a Charter Amendment.



Harvey M. Rose

cc: Supervisor Kaufman	Supervisor Kennedy
Supervisor Leal	Supervisor Yaki
Supervisor Teng	Clerk of the Board
President Shelley	Chief Administrative Officer
Supervisor Alioto	Controllor
Supervisor Ammiano	Margaret Kisliuk
Supervisor Bierman	Paul Horcher
Supervisor Hsieh	Ted Lakey

CALENDAR

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SELECT COMMITTEE ON CHARTER IMPLEMENTATION

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

MAY 24 1996

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5/28/96

REGULAR MEETING

TUESDAY, MAY 28, 1996 - 10:00 A.M.

VETERANS BUILDING
COMMITTEE ROOM, ROOM 410
401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Mabel Teng

CLERK: Joni Blanchard

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REGULAR CALENDAR

1. File 54-96-1. [Select Committee on Charter Implementation] Hearing to establish purpose and goals of the Select Committee on Oversight and Implementation of the New City Charter, institute ongoing communications with department heads and city managers, and review legislation fulfilling charter changes. (Supervisor Kaufman)
(Consideration continued from 4/23/96)

(CHAIR MAY ENTERTAIN A MOTION TO CONTINUE THIS ITEM.)

ACTION:

2. File 293-95-1. [Department of Neighborhood Services] Hearing to consider creation of the Department of Neighborhood Services. (Supervisors Kaufman, Leal)
(Consideration continued from 4/23/96)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

Bill Lynch
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CALENDAR

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6/13/96

SPECIAL

SELECT COMMITTEE ON CHARTER IMPLEMENTATION

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

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JUN 10 1996

SAN FRANCISCO
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SPECIAL MEETING

THURSDAY, JUNE 13, 1996 - 11:00 A.M.

VETERANS BUILDING
COMMITTEE ROOM, ROOM 410
401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Mabel Teng

CLERK: Joni Blanchard

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(Consideration continued from 5/28/96)

ACTION:

2. File 97-96-19. [Former Charter Provisions] Draft substitute ordinance amending San Francisco Administrative Code by adding Sections 1.49, 2.1-1, 2A.10, 2A.20, 2A.30, 10.01, 10.02, 10.03, 6.01, 6.02, 6.03, 6.04, 6.05, 6.06 and 2A.110, to codify Sections 1.103, 2.101, 3.100, 3.302, 3.303, 3.501, 6.300, 6.306, 6.307, 7.100, 7.101, 7.102, 7.103, 7.200, 7.203 and 7.400 of the 1932 Charter, respectively; making necessary changes to conform to the 1996 Charter; and repealing former Sections 3.201 and 7.603 of the 1932 Charter (Officer of the City and County; powers of the Board of Supervisors; emergency succession to the Mayor; Chief Administrative Officer; Controller's Reports and Audits; Department Heads; effect of appropriation ordinance; cash reserve fund and supplemental appropriations; emergency reserve fund; purchasing, materials, supplies, equipment and services; public works and purchasing contracts; contracting penalties and extras; Director of Property; special assessment projects). (Supervisor Kaufman)
(Referred from Board Meeting of 6/3/96)

ACTION:

3. File 97-96-19.1. [1996 Charter Changes to Administrative Code] Draft ordinance amending various sections of the Administrative Code relating to functions and duties of the Chief Administrative Officer, to conform to the provisions of the Charter of 1996 and repealing Section 4.14 relating to the temporary use of official voting machines. (Supervisor Kaufman)

ACTION:

4. File 97-96-35. [General Plan Referrals] Ordinance amending Administrative Code by adding Section 3.012 to provide for General Plan referrals. (Supervisor Kaufman)

ACTION:

5. File 97-96-36. [General Plan Referral, Capital Improvement]
Ordinance amending Administrative Code Section 3.011 to provide
for General Plan referrals by the Capital Improvement Advisory
Committee. (Supervisor Kaufman)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

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CALENDAR

SELECT COMMITTEE ON CHARTER IMPLEMENTATION BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

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JUN 21 1996

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REGULAR MEETING

TUESDAY, JUNE 25, 1996 - 10:00 A.M.

VETERANS BUILDING
COMMITTEE ROOM, ROOM 410
401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Leslie Katz

CLERK: Joni Blanchard

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(Consideration continued from 6/13/96)

ACTION:

2. File 97-96-19.2. [Chief Administrative Officer] Ordinance amending the San Francisco Administrative Code by amending Sections 16.4, 16.6-23, 16.6-48, 16.9-24, 16.93-3, 16.113, 16.121-2, 16.121-4, 16.121-5, 16.402, 20.46, 21.2, 21.5, 21.6, 21.8, 21.11, 21.13-1, 21.15, 21.17, 21.18, 21.22, 21.25, 21.28, 21.34, 21.39, 21.46, 21.53, 21A.2, 21A.3, 22.2, 22.4, 22B.2, 23.10, 33.2, 33.10, 51.03, 51.04, 54.2, 54.4, 56.17, 57.5, 58.6, 66.6, 66A.2, 66A.14, 66A.26, 66A.27, 66A.28, 67.4, 67.29, 67.30 and 67.31 thereof, relating to the functions and duties of the Chief Administrative Officer, to conform to the provisions of the Charter of 1996; and repealing Sections 16.6-50, 16.6-52, 16.96, 16.143, 21.18-1, and 21.18-2. (Supervisor Kaufman)

ACTION:

3. File 97-96-19.3. [1996 Charter Changes to Administrative Code] Ordinance amending Administrative Code by amending Sections 5.40, 5.60 and 11.32 relating to functions and duties of the Chief Administrative Officer, to conform to the provisions of the Charter of 1996. (Select Committee on Charter Implementation)
(Consideration continued from 6/13/96)

ACTION:

4. File 293-95-1. [Department of Neighborhood Services] Hearing to consider creation of the Department of Neighborhood Services. (Supervisors Kaufman, Leal)
(Consideration continued from 5/28/96)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 21, 1996 DOCUMENTS DEPT.

JUN 25 1996

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TO: Select Committee on Charter Implementation
FROM: Budget Analyst *Recommendations for meeting of*
SUBJECT: June 25, 1996 Select Committee on Charter Implementation Meeting

Item 4 - File 293-95-1

Note: This item was continued by the Select Committee on Charter Implementation at its meeting of May 28, 1996.

Item: Hearing to consider the creation of the Department of Neighborhood Services.

Description: This hearing is to consider the creation of a new Department of Neighborhood Services. According to the Office of the Sponsor of this hearing, the creation of a Department of Neighborhood Services would entail the formation of a number of inter-disciplinary teams, consisting of existing staff from various City departments, who would provide basic City services, such as, for example, code enforcement, planning, tree services and parks and recreation, to individual neighborhoods. The Office of the Sponsor advises that citizens would be able to obtain information from one centralized department for any type of problem which citizens may be having by contacting staff in the proposed new Department of Neighborhood Services. The Office of the Sponsor advises that the new department would be formed by transferring existing staff from other City departments into the Department of Neighborhood Services.

According to the Office of the Sponsor, the Department of Neighborhood Services would enable the City to consolidate key neighborhood-related services into one unit, thereby combining resources in a more focused manner and improving the City's response to neighborhood problems, concerns and issues. The Office of the Sponsor advises that the potential benefits of the proposed Department of Neighborhood Services include (1) coordinated delivery of a variety of City services to residents; (2) easy accessibility for citizen inquiry; (3) quick resolution of neighborhood problems; (4) greater accountability to neighborhood issues; (5) increased citizen participation in decision-making; and (6) budget savings through the elimination of duplicative administrative positions and functions.

According to the Office of the Sponsor, the proposed Department of Neighborhood Services could include consolidated services related to parks and recreation, code enforcement, nuisance abatement, parking and traffic coordination, public safety, planning, and/or permit procedures. The Office of the Sponsor advises that, through a series of planned hearings, a list of reforms and initiatives which address immediate concerns and the steps necessary to create the Department of Neighborhood Services should be developed before the Department of Neighborhood Services is finally established.

Comments:

1. After a series of public hearings, the City of Sacramento created a Neighborhood Services Department in 1994. According to Mr. Gary Ziegenfuss of Sacramento's Neighborhood Services Department, the specific purposes of Sacramento's Department of Neighborhood Services are to (a) provide coordinated and comprehensive delivery of neighborhood-related services; (b) improve accessibility to City government; (c) increase government responsiveness; and (d) increase citizen participation in City programs, activities and the decision-making process. The City of Sacramento is divided into four geographic areas, each with an area director and an "area team", comprised of staff from several different City departments. Each team is responsible for coordinating the delivery of a variety of services in that geographical area. Area team members include:

- *Administration:* coordinate and provide general support to the area team;
- *Parks and Recreation:* maintain park and recreational facilities and provide programs in each neighborhood;

- *Athletics:* provide recreational sports leagues and activities and coordinate athletic field permits for community sports groups;
- *Tree Services:* provide a maintenance program for Sacramento's urban forest, including public street and park trees;
- *Code Enforcement:* investigate various code and vehicle abatement complaints and enforce City ordinances, including prohibitions against junk and debris, abandoned and/or inoperable vehicles and zoning violations;
- *Housing and Dangerous Buildings:* inspect housing and enforce housing construction codes on dangerous, substandard and/or vacant buildings and coordinate enforcement of the City's Social Nuisance Ordinance;
- *Neighborhood Resources:* serve as liaisons to neighborhood and community groups by providing information and assistance in establishing or enhancing neighborhood organizations and provide information on anti-gang, drugs and graffiti programs;
- *Police:* the liaison to the Police Department works with area team members and residents on specific problems;
- *Fire:* the liaison to the Fire Department serves as a resource for education, prevention and special neighborhood clean-ups in each area;
- *Traffic:* investigate traffic complaints and conduct traffic studies and surveys;
- *Planning:* provide information, guidance and review on planning, zoning and development issues;
- *Housing and Redevelopment:* assist and inform area team staff and the community regarding programs and projects in Sacramento Housing and Redevelopment Agency (SHRA) targeted neighborhoods in each area;
- *Employment and Training:* provide the area with a link to employment services and programs and provide employment assistance for neighborhood revitalization efforts; and
- *The Downtown Partnership:* provides a link to issues, planning and events in the downtown Sacramento area.

BOARD OF SUPERVISORS
BUDGET ANALYST

Additionally, the Neighborhood Services Department provides a central telephone number or "public response system" which residents from all four areas can use to obtain general information on City services.

2. Mr. Ziegenfuss advises that, in 1993, Sacramento faced a significant budgetary deficit. According to Mr. Ziegenfuss, the creation of the Neighborhood Services Department at that time allowed the City to make the necessary reductions in the budget while at the same time minimizing the negative impact on the level of services provided by the City. According to Mr. Ziegenfuss, Sacramento's Neighborhood Services Department was formed by reallocating existing staff in various City departments to the new Neighborhood Services Department and by reorganizing and consolidating existing City functions into one department, thereby enabling Sacramento to streamline operations and reduce managerial and administrative positions. Mr. Ziegenfuss advises that, although over 500 positions were eliminated when the Neighborhood Services Department was created, many of these positions would have been eliminated in any case, but that the elimination of these positions would have significantly reduced the level of services provided by the City if the new Neighborhood Services Department had not been created.

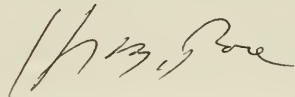
Mr. Dave Martinez, Deputy City Manager of Sacramento, confirms that existing staff and resources were used to establish the Neighborhood Services Department in Sacramento. Additionally, Mr. Martinez advises that since Sacramento's Neighborhood Services Department was originally created, City government has actually been able to provide additional services at no additional costs to the City. For example, the Neighborhood Services Department has created volunteer programs in which City residents participate in order to clean up graffiti, vandalism and garbage throughout the City. The formation of the Neighborhood Services Department in Sacramento, according to Mr. Martinez, has enabled the City to streamline operations, enhance communication with residents, and provide additional units of service using existing resources.

Additionally, Mr. Ziegenfuss advises that the creation of Neighborhood Services Department in San Francisco could enable the City to streamline operations and increase efficiencies by allowing the City to eliminate duplicative functions and administrative positions through the consolidation of existing staff and functions under one department.

Memo to Select Committee on Charter Implementation
June 25, 1996 Select Committee on Charter Implementation Meeting

3. According to the Office of the Sponsor, the San Francisco Commission on the Aging's "Senior Centrals" program provides a model for the proposed Department of Neighborhood Services. The Senior Services Plan, approved by the Board of Supervisors in 1994, called for the development of 10 Senior Centrals throughout the City to provide one-stop neighborhood access for seniors to an expanded range of services and information. Each Senior Central is responsible for (a) providing information and referral, assistance and follow-up services to seniors within that district; (b) developing and maintaining outreach activities; (c) providing access to services; (d) organizing volunteer networks to identify neighborhood needs; and (e) coordinating with businesses, churches and other resources within the community.

4. According to Mr. Ted Lakey of the City Attorney's Office, the creation of the proposed Department of Neighborhood Services would require the approval of a Charter Amendment by San Francisco voters only if certain functions of the new Department of Neighborhood Services were in conflict with or were prohibited by existing provisions of the Charter. However, Mr. Lakey advises that, at this time, there appears to be nothing inherent about the proposed Department of Neighborhood Services that would require a Charter Amendment.



Harvey M. Rose

cc: Supervisor Kaufman	Supervisor Teng
Supervisor Leal	Supervisor Yaki
Supervisor Katz	Clerk of the Board
Supervisor Hsieh	Chief Administrative Officer
Supervisor Bierman	Controller
President Shelley	Margaret Kisliuk
Supervisor Alioto	Paul Horcher
Supervisor Ammiano	Ted Lakey
Supervisor Brown	

CALENDAR

SELECT COMMITTEE ON CHARTER IMPLEMENTATION

BOARD OF SUPERVISORS

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CITY AND COUNTY OF SAN FRANCISCO

JUL 19 1996

REGULAR MEETING

SAN FRANCISCO
PUBLIC LIBRARY

TUESDAY, JULY 23, 1996 - 10:00 A.M.

VETERANS BUILDING
COMMITTEE ROOM, ROOM 410
401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Leslie Katz

CLERK: Joni Blanchard

* * * * *

Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F Line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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The following services are available on request 48 hours prior to the meeting or hearing:

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For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6075.

REGULAR CALENDAR

1. File 54-96-1. [Select Committee on Charter Implementation] Hearing to establish purpose and goals of the Select Committee on Charter Implementation, institute ongoing communications with department heads and city managers, and review legislation fulfilling charter changes. (Supervisor Kaufman)
(Consideration continued from 6/25/96)

ACTION:

2. File 97-96-42. [Former Charter Provisions] Ordinance amending Administrative Code by adding Sections 2.6-4, 2.6-5, 2A.70, 2.6-6, 2A.51, 2A.75, 2A.76, 2A.77, 2A.78, 2A.79, 2A.80, 2A.81, 2A.90, 2A.91, 2A.92, 2A.93, 2A.94, 2A.95 and 2A.96, to codify Sections 2.203, 2.203-3, 3.402, 3.502, 3.529, 3.531, 3.533, 3.534, 3.535, 3.537, 3.538, 3.539, 3.540, 3.541, 3.542, 3.543, 3.544, 3.545 and 3.546 of the 1932 Charter, and to make necessary changes to conform to the 1996 Charter; adding Section 2A.76 relating to creation of new ranks in the Police Department; and repealing former Charter Section 3.301, relating to powers of the Controller, former Charter Section 3.523 relating to consultants to the Planning Commission, and former Charter Section 3.547 relating to removal of structures during a conflagration. (Supervisor Kaufman)

ACTION:

3. File 115-96-7. [Charter Implementation Planning Code] Ordinance amending Planning Code by adding Section 108 to make the new names of the General Plan, Planning Department, Planning Commission and Board of Appeals applicable to the Planning Code, adding Section 340 to implement the Charter and provide procedures for General Plan amendments; amending Sections 302, 306, 306.1, 306.2, 306.3, 306.4, 306.5, and 308.1 to make the Planning Code consistent with the Charter and clarify procedures and amending Section 308.2 changing the time period for an appeal to a written determination of the Zoning Administrator from ten days to fifteen days as provided in the Administrative Code. (Planning Department)

[City Planning Res. No. 14138, adopted 6/13/96]. (Exempt Status: General Rule Exclusion (State Guidelines, Section 15061(b)(3)).

ACTION:

4. File 97-96-19.3. [1996 Charter Changes to Administrative Code] Ordinance amending Administrative Code by amending Sections 5.40, 5.60 and 11.32 relating to functions and duties of the Chief Administrative Officer, to conform to the provisions of the Charter of 1996. (Select Committee on Charter Implementation)
(Consideration continued from 6/25/96)

ACTION:

5. File 293-95-1. [Department of Neighborhood Services] Hearing to consider creation of the Department of Neighborhood Services.
(Supervisors Kaufman, Leal)
(Consideration continued from 6/25/96)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

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JUL 23 1996

BUDGET ANALYST

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1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

July 19, 1996

TO: Select Committee on Charter Implementation
FROM: Budget Analyst *Re: meeting for meeting*
SUBJECT: July 23, 1996 Select Committee on Charter Implementation Meeting

Item 5 - File 293-95-1

Note: This item was continued by the Select Committee on Charter Implementation at its meeting of June 25, 1996.

Item: Hearing to consider the creation of the Department of Neighborhood Services.

Description: This hearing is to consider the creation of a new Department of Neighborhood Services. According to the Office of the Sponsor of this hearing, the creation of a Department of Neighborhood Services would entail the formation of a number of inter-disciplinary teams, consisting of existing staff from various City departments, who would provide basic City services, such as, for example, code enforcement, planning, tree services and parks and recreation, to individual neighborhoods. The Office of the Sponsor advises that citizens would be able to obtain information from one centralized department for any type of problem which citizens may be having by contacting staff in the proposed new Department of Neighborhood Services. The Office of the Sponsor advises that the new department would be formed by transferring existing staff from other City departments into the Department of Neighborhood Services.

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Comments:

1. After a series of public hearings, the City of Sacramento created a Neighborhood Services Department in 1994. According to Mr. Gary Ziegenfuss of Sacramento's Neighborhood Services Department, the specific purposes of Sacramento's Department of Neighborhood Services are to (a) provide coordinated and comprehensive delivery of neighborhood-related services; (b) improve accessibility to City government; (c) increase government responsiveness; and (d) increase citizen participation in City programs, activities and the decision-making process. The City of Sacramento is divided into four geographic areas, each with an area director and an "area team", comprised of staff from several different City departments. Each team is responsible for coordinating the delivery of a variety of services in that geographical area. Area team members include:

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Memo to Select Committee on Charter Implementation
July 23, 1996 Select Committee on Charter Implementation Meeting

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BOARD OF SUPERVISORS
BUDGET ANALYST

employment assistance for neighborhood revitalization efforts; and

- *The Downtown Partnership*: provides a link to issues, planning and events in the downtown Sacramento area.

Additionally, the Neighborhood Services Department provides a central telephone number or "public response system" which residents from all four areas can use to obtain general information on City services.

2. Mr. Ziegenfuss advises that, in 1993, Sacramento faced a significant budgetary deficit. According to Mr. Ziegenfuss, the creation of the Neighborhood Services Department at that time allowed the City to make the necessary reductions in the budget while at the same time minimizing the negative impact on the level of services provided by the City. According to Mr. Ziegenfuss, Sacramento's Neighborhood Services Department was formed by reallocating existing staff in various City departments to the new Neighborhood Services Department and by reorganizing and consolidating existing City functions into one department, thereby enabling Sacramento to streamline operations and reduce managerial and administrative positions. Mr. Ziegenfuss advises that, although over 500 positions were eliminated when the Neighborhood Services Department was created, many of these positions would have been eliminated in any case, but that the elimination of these positions would have significantly reduced the level of services provided by the City if the new Neighborhood Services Department had not been created.

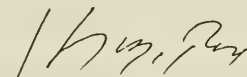
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Memo to Select Committee on Charter Implementation
July 23, 1996 Select Committee on Charter Implementation Meeting

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Harvey M. Rose

cc: Supervisor Kaufman	Supervisor Teng
Supervisor Leal	Supervisor Yaki
Supervisor Katz	Clerk of the Board
Supervisor Hsieh	Controller
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Supervisor Ammiano	
Supervisor Brown	

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CALENDAR

SELECT COMMITTEE ON CHARTER IMPLEMENTATION

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

AUG 22 1996

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27/96

TUESDAY, AUGUST 27, 1996 - 10:00 A.M.

VETERANS BUILDING
COMMITTEE ROOM, ROOM 410
401 VAN NESS AVENUE

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Leslie Katz

CLERK: Joni Blanchard

* * * * *

Disability Access



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REGULAR CALENDAR

1. File 54-96-1. [Select Committee on Charter Implementation] Hearing to establish purpose and goals of the Select Committee on Oversight and Implementation of the New City Charter, institute ongoing communications with department heads and city managers, and review legislation fulfilling charter changes. (Supervisor Kaufman)
(Consideration continued from 7/23/96)

ACTION:

2. File 293-95-1. [Department of Neighborhood Services] Hearing to consider creation of the Department of Neighborhood Services. (Supervisors Kaufman, Leal)
(Consideration continued from 7/23/96)

ACTION:

3. File 97-96-19.4. [Former Charter Provisions] Ordinance amending Administrative Code by adding Sections 2A.111, 2A.130, 2A.131, 2A.132, 2A.133, 2A.134, 2A.150, 2A.155, 2A.156, 2A.160, 2A. 161, to codify Sections 3.552, 3.591, 3.592, 3.596, 3.597, 3.598, 3.601, 3.621, 3.623, 3.641 and 3.642 of the 1932 Charter, respectively; making necessary changes to conform to the 1996 Charter; and repealing former Charter Sections 3.551, 3.560, 3.570, 3.571, 3.572, 3.590, 3.593, 3.594, 3.599, 3.622, 3.624, 3.631, 3.632, 3.634, and 3.640 relating to Recreation and Park Department executives, Library Commission, Social Services Commission, Director of Social Services, functions and duties of Department of Social Services, Public Utilities Commission, Public Utility Department executives, Public Utility Department legal proceedings, acquisition of public utilities, Fine Arts Museums executives and employees, Fine Arts Museums compliance with gifts and donations, Asian Art Museum powers and duties, Asian Art Museum executives, Asian Art Museum compliance with gifts and donations, and Academy of Sciences facilities respectively. (Supervisor Kaufman)

ACTION:

Select Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

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BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

August 23, 1996

TO: Select Committee on Charter Implementation
FROM: Budget Analyst *Recommendations for Meeting of...*
SUBJECT: August 27, 1996 Select Committee on Charter Implementation Meeting

Item 5 - File 293-95-1

Note: This item was continued by the Select Committee on Charter Implementation at its meeting of July 23, 1996.

Item: Hearing to consider the creation of the Department of Neighborhood Services.

Description: This hearing is to consider the creation of a new Department of Neighborhood Services. According to the Office of the Sponsor of this hearing, the creation of a Department of Neighborhood Services would entail the formation of a number of inter-disciplinary teams, consisting of existing staff from various City departments, who would provide basic City services, such as, for example, code enforcement, planning, tree services and parks and recreation, to individual neighborhoods. The Office of the Sponsor advises that citizens would be able to obtain information from one centralized department for any type of problem which citizens may be having by contacting staff in the proposed new Department of Neighborhood Services. The Office of the Sponsor advises that the new department would be formed by transferring existing staff from other City departments into the Department of Neighborhood Services.

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Comments:

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Memo to Select Committee on Charter Implementation
August 27, 1996 Select Committee on Charter Implementation Meeting

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BUDGET ANALYST

Additionally, the Neighborhood Services Department provides a central telephone number or "public response system" which residents from all four areas can use to obtain general information on City services.

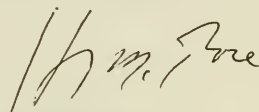
2. Mr. Ziegenfuss advises that, in 1993, Sacramento faced a significant budgetary deficit. According to Mr. Ziegenfuss, the creation of the Neighborhood Services Department at that time allowed the City to make the necessary reductions in the budget while at the same time minimizing the negative impact on the level of services provided by the City. According to Mr. Ziegenfuss, Sacramento's Neighborhood Services Department was formed by reallocating existing staff in various City departments to the new Neighborhood Services Department and by reorganizing and consolidating existing City functions into one department, thereby enabling Sacramento to streamline operations and reduce managerial and administrative positions. Mr. Ziegenfuss advises that, although over 500 positions were eliminated when the Neighborhood Services Department was created, many of these positions would have been eliminated in any case, but that the elimination of these positions would have significantly reduced the level of services provided by the City if the new Neighborhood Services Department had not been created.

Mr. Dave Martinez, Deputy City Manager of Sacramento, confirms that existing staff and resources were used to establish the Neighborhood Services Department in Sacramento. Additionally, Mr. Martinez advises that since Sacramento's Neighborhood Services Department was originally created, City government has actually been able to provide additional services at no additional costs to the City. For example, the Neighborhood Services Department has created volunteer programs in which City residents participate in order to clean up graffiti, vandalism and garbage throughout the City. The formation of the Neighborhood Services Department in Sacramento, according to Mr. Martinez, has enabled the City to streamline operations, enhance communication with residents, and provide additional units of service using existing resources.

Additionally, Mr. Ziegenfuss advises that the creation of Neighborhood Services Department in San Francisco could enable the City to streamline operations and increase efficiencies by allowing the City to eliminate duplicative functions and administrative positions through the consolidation of existing staff and functions under one department.

3. According to the Office of the Sponsor, the San Francisco Commission on the Aging's "Senior Centrals" program provides a model for the proposed Department of Neighborhood Services. The Senior Services Plan, approved by the Board of Supervisors in 1994, called for the development of 10 Senior Centrals throughout the City to provide one-stop neighborhood access for seniors to an expanded range of services and information. Each Senior Central is responsible for (a) providing information and referral, assistance and follow-up services to seniors within that district; (b) developing and maintaining outreach activities; (c) providing access to services; (d) organizing volunteer networks to identify neighborhood needs; and (e) coordinating with businesses, churches and other resources within the community.

4. According to Mr. Ted Lakey of the City Attorney's Office, the creation of the proposed Department of Neighborhood Services would require the approval of a Charter Amendment by San Francisco voters only if certain functions of the new Department of Neighborhood Services were in conflict with or were prohibited by existing provisions of the Charter. However, Mr. Lakey advises that, at this time, there appears to be nothing inherent about the proposed Department of Neighborhood Services that would require a Charter Amendment.



Harvey M. Rose

cc: Supervisor Kaufman	Supervisor Teng
Supervisor Leal	Supervisor Yaki
Supervisor Katz	Clerk of the Board
Supervisor Hsieh	Controller
Supervisor Bierman	Margaret Kisliuk
President Shelley	Paul Horcher
Supervisor Alioto	Ted Lakey
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BOARD of SUPERVISORS



401 Van Ness Avenue, Room 308
San Francisco 94102-4532
554-5184

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SEP 26 1996

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NOTICE OF MEETING

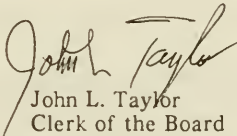
SELECT COMMITTEE ON CHARTER IMPLEMENTATION

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that on Tuesday, October 22, 1996, from 6:00 p.m. to 8:00 p.m. in the Community Room at the Richmond Police Station, 461 Sixth Avenue, San Francisco, California, the Select Committee on Charter Implementation of the San Francisco Board of Supervisors will hold a public hearing to discuss the proposed creation of a new City department entitled the Department of Neighborhood Services, and additional items, if any, which may be referred to Committee.

A summary of all items to be discussed at this meeting will be available to the public no later than Wednesday, October 16, 1996.

For more information regarding this meeting, call Joni Blanchard, Committee Clerk, at (415) 554-4446.


John L. Taylor
Clerk of the Board

JLT/jlb

POSTED: SEPTEMBER 25, 1996

C A L E N D A R

JOINT SELECT COMMITTEE ON CHARTER IMPLEMENTATION
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SPECIAL MEETING

TUESDAY, OCTOBER 22, 1996

9.00 P.M. 9.00 P.M.

RICHMOND POLICE STATION
COMMUNITY ROOM
461 SIXTH AVENUE
SAN FRANCISCO, CA 94118

MEMBERS: Supervisors Barbara Kaufman, Susan Leal, Leslie Katz

CLERK: Joni Blanchard

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D i s a b i l i t y A c c e s s

Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.

Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Viulela Musuela at (415) 554-7704. For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

DOCUMENTS DEPT.

OCT 17 1996

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1. File 97-96-19.5. [Former Charter Provisions] Ordinance amending Administrative Code by adding Section 2A.190 relating to the Department of Public Works. (Supervisor Kaufman)

ACTION:

2. File 97-96-19.6. [Former Charter Provisions] Ordinance amending Administrative Code by adding Sections 16.5, 16.96-1 and 16.9-31 to codify Sections 8.311, 8.410 and 8.411 of the 1932 Charter, respectively; amending Sections 16.4 and 16.89-17 to codify Sections 7.702 and 8.104 of the 1932 Charter respectively; making necessary changes to conform to the 1996 Charter; and repealing former charter sections 7.701, 7.702, 7.703, 8.104, 8.106, 9.104, 9.113, 9.114 and 9.115 converted to ordinance by operation of Charter Section 18.103. (Supervisor Kaufman)

ACTION:

3. File 97-96-19.7. [Former Charter Provisions] Ordinance amending Administrative Code by adding Sections 16.702, 2A.170, 2A.171, 2A.172, 2A.180, 10.04, 10.05, 10.06, 10.07, 10.08, 10.19-1, 10.19-2, 10.08-1, 10.08-2, 2.60, 10.19-3, 10.117-116, 10.117-117, 1.20, 10.158-1, 6.07, 6.64, 6.65, 2.61, 2.62, 2.63, 23.1-1, 23.15-2, 23.25-3, 23.6-3, 2A.173, 1.51, 1.52, 1.53, 1.54 and 1.55 to codify Sections 3.680, 3.691, 3.693, 3.694, 3.698-3, 6.207, 6.301, 6.302, 6.303, 6.304, 6.309, 6.310, 6.312, 6.313, 6.401, 6.402, 6.407-1, 6.407-2, 6.410, 7.104, 7.201, 7.202, 7.206, 7.304, 7.306, 7.308, 7.401, 7.402, 7.403, 7.403-1, 7.404, 7.405, 7.600, 7.601, 7.604, 7.605 and 7.606 of the 1932 Charter, respectively; making necessary changes to conform to the 1996 Charter; and repealing former Charter Sections 3.692, 3.698-1, 3.698-2, 3.699-2, 3.707, 6.400, 6.403, 6.407, 6.408, 7.205, 7.402-1 and 7.602. converted to ordinance by operation of Charter Section 18.103. (Supervisor Kaufman)

ACTION:

4. File 97-95.1. [Department of Neighborhood Services] Hearing to consider creation of the Department of Neighborhood Services. (Supervisors Kaufman, Leal)
(Consideration continued from August 27, 1996).

ACTION:

Safety Committee on Charter Implementation
S.F. Board of Supervisors
Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

5F
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#3
22/96
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

October 18, 1996 DOCUMENTS DEPT

OCT 22 1996

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TO: Select Committee on Charter Implementation
FROM: Budget Analyst *Recommendations for meeting of*
SUBJECT: October 22, 1996 Select Committee on Charter Implementation Meeting

Item 4 - File 293-95-1

Note: This item was continued by the Select Committee on Charter Implementation at its meeting of August 27, 1996.

Item: Hearing to consider the creation of the Department of Neighborhood Services.

Description: This hearing is to consider the creation of a new Department of Neighborhood Services. According to the Office of the Sponsor of this hearing, the creation of a Department of Neighborhood Services would entail the formation of a number of inter-disciplinary teams, consisting of existing staff from various City departments, who would provide basic City services, such as, for example, code enforcement, planning, tree services and parks and recreation, to individual neighborhoods. The Office of the Sponsor advises that citizens would be able to obtain information from one centralized department for any type of problem which citizens may be having by contacting staff in the proposed new Department of Neighborhood Services. The Office of the Sponsor advises that the new department would be formed by transferring existing staff

from other City departments into the Department of Neighborhood Services.

According to the Office of the Sponsor, the Department of Neighborhood Services would enable the City to consolidate key neighborhood-related services into one unit, thereby combining resources in a more focused manner and improving the City's response to neighborhood problems, concerns and issues. The Office of the Sponsor advises that the potential benefits of the proposed Department of Neighborhood Services include (1) coordinated delivery of a variety of City services to residents; (2) easy accessibility for citizen inquiry; (3) quick resolution of neighborhood problems; (4) greater accountability to neighborhood issues; (5) increased citizen participation in decision-making; and (6) budget savings through the elimination of duplicative administrative positions and functions.

According to the Office of the Sponsor, the proposed Department of Neighborhood Services could include consolidated services related to parks and recreation, code enforcement, nuisance abatement, parking and traffic coordination, public safety, planning, and/or permit procedures. The Office of the Sponsor advises that, through a series of planned hearings, a list of reforms and initiatives which address immediate concerns and the steps necessary to create the Department of Neighborhood Services should be developed before the Department of Neighborhood Services is finally established.

Comments:

1. After a series of public hearings, the City of Sacramento created a Neighborhood Services Department in 1994. According to Mr. Gary Ziegenfuss of Sacramento's Neighborhood Services Department, the specific purposes of Sacramento's Department of Neighborhood Services are to (a) provide coordinated and comprehensive delivery of neighborhood-related services; (b) improve accessibility to City government; (c) increase government responsiveness; and (d) increase citizen participation in City programs, activities and the decision-making process. The City of Sacramento is divided into four geographic areas, each with an area director and an "area team", comprised of staff from several different City departments. Each team is responsible for coordinating the delivery of a variety of services in that geographical area. Area team members include:

- *Administration:* coordinate and provide general support to the area team;

- *Parks and Recreation:* maintain park and recreational facilities and provide programs in each neighborhood;
- *Athletics:* provide recreational sports leagues and activities and coordinate athletic field permits for community sports groups;
- *Tree Services:* provide a maintenance program for Sacramento's urban forest, including public street and park trees;
- *Code Enforcement:* investigate various code and vehicle abatement complaints and enforce City ordinances, including prohibitions against junk and debris, abandoned and/or inoperable vehicles and zoning violations;
- *Housing and Dangerous Buildings:* inspect housing and enforce housing construction codes on dangerous, substandard and/or vacant buildings and coordinate enforcement of the City's Social Nuisance Ordinance;
- *Neighborhood Resources:* serve as liaisons to neighborhood and community groups by providing information and assistance in establishing or enhancing neighborhood organizations and provide information on anti-gang, drugs and graffiti programs;
- *Police:* the liaison to the Police Department works with area team members and residents on specific problems;
- *Fire:* the liaison to the Fire Department serves as a resource for education, prevention and special neighborhood clean-ups in each area;
- *Traffic:* investigate traffic complaints and conduct traffic studies and surveys;
- *Planning:* provide information, guidance and review on planning, zoning and development issues;
- *Housing and Redevelopment:* assist and inform area team staff and the community regarding programs and projects in Sacramento Housing and Redevelopment Agency (SHRA) targeted neighborhoods in each area;
- *Employment and Training:* provide the area with a link to employment services and programs and provide

employment assistance for neighborhood revitalization efforts; and

- *The Downtown Partnership*: provides a link to issues, planning and events in the downtown Sacramento area.

Additionally, the Neighborhood Services Department provides a central telephone number or "public response system" which residents from all four areas can use to obtain general information on City services.

2. Mr. Ziegenfuss advises that, in 1993, Sacramento faced a significant budgetary deficit. According to Mr. Ziegenfuss, the creation of the Neighborhood Services Department at that time allowed the City to make the necessary reductions in the budget while at the same time minimizing the negative impact on the level of services provided by the City. According to Mr. Ziegenfuss, Sacramento's Neighborhood Services Department was formed by reallocating existing staff in various City departments to the new Neighborhood Services Department and by reorganizing and consolidating existing City functions into one department, thereby enabling Sacramento to streamline operations and reduce managerial and administrative positions. Mr. Ziegenfuss advises that, although over 500 positions were eliminated when the Neighborhood Services Department was created, many of these positions would have been eliminated in any case, but that the elimination of these positions would have significantly reduced the level of services provided by the City if the new Neighborhood Services Department had not been created.

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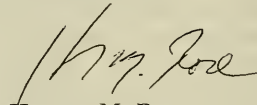
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4. The Mayor's Assistance and Neighborhood Outreach Office (MANO), with the assistance of the Department of Public Works, and the Recreation and Park Department, is in the process of implementing a Neighborhood Services Demonstration Project to determine the effectiveness of a San Francisco Department of Neighborhood Services in addressing the needs of the public, according to a draft report that describes the Neighborhood Services Demonstration Project. The goals of the Neighborhood Services Demonstration Project include: (a) providing the public with easy access to public information, programs and services, (b) bringing City programs and services into the neighborhoods, (c) responding to customer requests quickly and efficiently, and (d) making City departments more accountable and aware of neighborhood issues, according to the draft report. The Neighborhood Services Demonstration Project will be implemented in three phases, over a three-month period beginning in November of 1996 through January of 1997. The Office of the Sponsor advises that there will be a representative from MANO and the Department of Public Works in attendance at the October 22, 1996 Select Committee on Charter Implementation Meeting to provide additional information, and to answer questions about the Neighborhood Services Demonstration Project. The Office of the Sponsor advises

Memo to Select Committee on Charter Implementation
October 22, 1996 Select Committee on Charter Implementation Meeting

that the Neighborhood Services Demonstration Project will be implemented utilizing existing City personnel.

5. According to Mr. Ted Lakey of the City Attorney's Office, the creation of the proposed Department of Neighborhood Services would require the approval of a Charter Amendment by San Francisco voters only if certain functions of the new Department of Neighborhood Services were in conflict with or were prohibited by existing provisions of the Charter. However, Mr. Lakey advises that, at this time, there appears to be nothing inherent about the proposed Department of Neighborhood Services that would require a Charter Amendment.



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